



# Youthline

## Real Life Internship Description

### **PURPOSE**

Real Life's goal is to provide youth primarily of refugee or immigrant backgrounds with the necessary skills to make positive changes in their lives and communities by engaging them with hands-on "real-life" applicable lessons and activities. Real Life Interns are assigned to assist with oversight at one Real Life partner site. At their site, interns will facilitate lessons, manage volunteers, build relationships, and conduct tutoring and homework help. A typical day at Real Life will consist of homework/tutoring time, a Real Life activity (led by the intern), and a snack break.

### **LOCATION**

Each Intern is assigned to one of Real Life's partnering site locations. Click [here](#) for a list of Real Life sites.

### **KEY RESPONSIBILITIES & EXPECTATIONS**

- Attend all Real Life training sessions and meetings.
- Attend every Real Life day at their assigned site throughout the Real Life year.
- Attend weekly office hours with Real Life Director(s) to plan and prepare lessons, follow up with volunteers and verify hours, and check-in for the coming week.
- Arrive at the assigned site on each assigned day on time and make sure all activities are cleaned up prior to leaving.
- Assist with homework and tutoring for Real Life participants.
- Arrive prepared to facilitate the assigned Real Life lesson for the day.
- Ensure that all activities are safe and inclusive for everyone.
- Oversee and mentor volunteers and hold them accountable for assigned tasks. Redirect volunteers, as needed.
- Keep a daily roll of volunteers and verify their hours.
- Collaborate with staff at their assigned site and report any issues or concerns directly to the Director(s).
- Pick up and return off all supplies for lessons/activities from the Youthline Office.
- Refrain from using phone while at program unless directly related to Real Life business
- Take photos of activities to be used for Real Life grants, reporting and social media.
- Refrain from befriending Real Life participants on social media.
- Refrain from posting pictures of Real Life participants on personal social media account(s).

### **REPORTS TO**

Interns report to the Real Life Director and Associate Director.

### **DURATION**

Interns will be hired in August-September and receive training in October. Regular programming for Real Life begins in November and continues through May of the following year.

### **TIME COMMITMENT**

#### **October: <2 hours/week**

- <2 hours per week completing Real Life Intern training assignments
- **In addition to mandatory attendance at the Real Life Intern Training**

#### **November – May: about 5 hours/week**

- 4 hours (2 hours per day on 2 days per week, typically M/W or T/Th) will be spent at the Intern's assigned Real Life site
- 1 hour each week at a regularly scheduled time will be dedicated to mandatory office hours at the Youthline office with the Director(s).

### **QUALIFICATIONS**

- ✓ Have a passion for education and working with youth of diverse backgrounds

- ✓ Be a natural leader, excited to make a positive impact on the volunteers and youth you work with
- ✓ Live in the Salt Lake area, or have reliable transportation
- ✓ Be a high school graduate
- ✓ Capable of passing a background check

### **TRAINING/SUPPORT**

Training for this position will be provided in classroom management, teaching strategies, volunteer management, and lesson planning before Real Life starts. Throughout the year, Interns will receive ongoing training and support from the Real Life Director and Assistants. All Real Life Interns will also be required to attend training for and receive their Mental Health First Aid Certification.

### **COMPENSATION**

Interns will be paid \$14/hour for Real Life related work. Returning interns will receive a \$0.50 raise for each year that they return. Unreported absences and/or frequent tardiness will put interns at risk for dismissal and will result in a forfeit of pay/stipend. If interns are absent, it is their responsibility to find coverage for their site.

### **BENEFITS**

Real Life provides a unique opportunity for interns to take ownership of their Real Life sites and function as a mentor and role model to Real Life students and volunteers. Interns will learn leadership skills, teaching strategies, classroom management, volunteer management, and lesson facilitation skills. It is our hope every Intern will have the opportunity to be a leader, create new friendships, learn from life experiences different than their own, and have a wonderful time!